

Commercial Code Enforcement Inspector Quantitative Core Competencies

The Quantitative Core Competencies must be obtained in the order as outlined below:

Pay Step 1:

- a. Complete a full day ride along with five different regularly appointed Commercial Code Enforcement Inspectors
- b. Achieve an average of 7 inspections at least 70% of workdays
- c. Achieve a complaint response time of 10 work days or less in 70% of cases
- d. Complete timely follow up on 70% of orders written by the inspector.

Pay Step 2:

- a. Achieve an average of 8 inspections at least 75% of workdays
- b. Achieve a complaint response time of 10 work days or less in 75% of cases
- c. Complete follow up on 75% of orders written by the inspector.
- d. Have completed a minimum of 9% (per month) of the total fire inspections in assigned district
- e. Receive a letter of recommendation from a supervisor(s) stating that the inspector is ready for the next step. If a supervisor(s) does not recommend promotion the supervisor(s) must provide the inspector with a written list of items to correct prior to recommendation.

Pay Step 3:

- a. Achieve an average of 9 inspections at least 75% of workdays
- b. Achieve a complaint response time of 10 work days or less in 75% of cases
- c. Complete follow up on 75% of orders written by the inspector.
- d. Have completed a minimum of 9% (per month) of the total fire inspections in assigned district
- e. Receive a letter of recommendation from a supervisor stating that the inspector is ready for the next step. If a supervisor(s) does not recommend promotion the supervisor(s) must provide the inspector with a written list of items to correct prior to recommendation.

Pay Step 4:

- a. Achieve an average of 9 inspections at least 80% of workdays.
- b. Achieve a complaint response time of 10 work days or less in 80% of cases
- c. Complete follow up on 80% of orders written by the inspector.
- d. Have completed a minimum of 9% (per month) of the total fire inspections in assigned district.
- e. Receive a letter of recommendation from a supervisor(s) stating that the inspector is ready for the next step. If a supervisor(s) does not recommend promotion the supervisor (s) must provide the inspector with a written list of items to correct prior to recommendation.

Pay Step 5:

- a. Achieve an average of 10 inspections at least 75% of workdays.
- b. Achieve a complaint response time of 10 work days or less in 85% of cases
- c. Complete follow up on 85% of orders written by the inspector.
- d. Have completed a minimum of 9% (per month) of the total fire inspections in assigned district.
- e. Receive a letter of recommendation from a supervisor(s) stating that the inspector is ready for the next step. If the supervisor does not recommend promotion a supervisor(s) must provide the inspector with a written list of items to correct prior to recommendation.

Pay Step 6:

- a. Achieve an average of 10 inspections at least 80% of workdays.

- b. Achieve a complaint response time of 10 work days or less in 90% of cases
- c. Complete follow up on 90% of orders written by the inspector.
- d. Have completed a minimum of 9% (per month) of the total fire inspections in assigned district.
- e. Receive a letter of recommendation from the supervisor stating that the inspector is ready for the next step. If a supervisor(s) does not recommend promotion the supervisor(s) must provide the inspector with a written list of items to correct prior to recommendation.

NOTES

For the above Steps in the Special Enforcement Inspector Career Ladder "Follow-up on orders" means:

- 1) Open orders in which the order due date (plus any extensions) has been timely reinspected (30 days or less from due date, or extended due date), and
- 2) The order has been acted upon within 30 days of last inspection, reinspection, or other open record status. "Acted upon" may include order has been abated, referred for to court action, moved into the monthly reinspection program, referred to contractor, record closed, dismissed or other record closed status in LMS.
- 3) Percent of fire inspections completed per month in the assigned district is based on the evaluation period selected by the inspector. Example: Evaluation period is July, August and September, then the inspector must show they have completed a minimum of: $9 \text{ months} \times 9\% \text{ (per month)} = 81\%$ of the fire inspections in their assigned district as of the final day of the evaluation period.